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KEN KAKUM

7 March 1947

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. Recutive for PAA

PHOE

: Chief, Finance Division, and Chief, Personnel Division

SUBJECT: Maintenance of Retirement Record Cards, CUC Form 2806

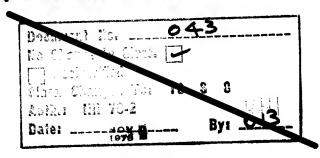
As a result of a recent survey, it is recommended that
effective 18 March 1947, maintenance of Retirement Record Carde and
related activities be transferred from the

Section, Personnel Sivisian to the
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ance Division for the fellowing reasons:

- 1. It would centralise accountability and reconciliation for retirement deductions in the Finns co Division, thereby eliminating liminon between offices and providing better supervision and accordination.
- 2. It would controlise financial records and data of interest to individual employees of the Agency, such as gross yay, taxes, bonds, and rotingsent.

Your approval with the concurrence of the Advisor for Management will authorize the following actions and/or placement of activities:

- 1. Only CIG Retirement Record Cards will be transferred to the Finance Division.
- 2. The Retirement Clerk (CAF-4) position will be transferred to the Finence Mivision.
- 3. Personnel Avision will originate the Astirment Record Cards, seeming thereon required information which does not appear on the copy of personnel action furnished the Finance Avision. Thereafter, Pinance Edvision will assume responsibility for recording retirement deductions and service history data.
- 4. Posting of 1946 calendar year retirement deductions will be assemplished by the Finance Division.



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5. The Annual Retirement Report for the calendar year 1945, and subsequent reports will be prepared by the Finance Division.  6. The Finance Division will assume the responsibility of transmitting the Cards to the Civil Service Commission, when employees are separated from the Agency.  7. The Chief.	
Section, will be designated to cert	tily retirement accounts.
concerning applications for refund of retirement deductions and the status of individual accounts.  Two additional copies of this memorandum are attached in order that an approved copy may be returned to both the Chief, Persennel Division, end the Chief, Finance Division.  Attachment  Edward R. Saunders	
Attachment	
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	Chief, Personnel Division
APPROVED:	
Amountive for Personnel and Administration	
CONFUR:	
Advisor for Management	
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## **MISSING PAGE**

ORIGINAL DOCUMENT MISSING PAGE(S):

NO ATTACHMENT